

Bylaws for the State Government Energy Committee

Established through Executive Order 2016-3

- I. Name: State Government Energy Committee (SGEC)
- II. Mission: Reduce the State of New Hampshire's reliance on fossil-fuel energy resources by enabling all state agencies to conserve energy, use energy efficiently, and generate clean renewable energy in order to achieve the state government energy goals set forth in [Executive Order 2016-3](#) (EO 16-3).
- III. Purpose: Act as an advisory committee to support and move forward work that addresses the goals by:
 - a. advising the State Energy Manager and the State Fleet Manager regarding the improvement of energy management within state buildings, operations and fleets; and
 - b. providing guidance and support during the development and promotion of policies to expand the State's lead by example efforts.
- IV. Membership: Members are identified directly by name within EO 16-3 or have been identified as "Agencies and Departments with significant opportunities for energy management" (EO 16-3, 2) called to membership within the executive order. They are:

Members

- 1. Department of Environmental Services, Commissioner or designee (*co-chair as designated in EO 16-3*)
- 2. Office of Energy and Planning, Director or designee (*co-chair as designated in EO 16-3*)
- 3. Department of Administrative Services, Commissioner or designee
- 4. Public Utilities Commission, Chair or designee
- 5. Department of Resources and Economic Development, Commissioner or designee
- 6. Department of Safety, Commissioner or designee
- 7. Department of Transportation, Commissioner or designee
- 8. Department of Health and Human Services, Commissioner or designee
- 9. Department of Health and Human Services, Residential Facilities Representative
- 10. Department of Corrections, Commissioner or designee
- 11. New Hampshire Liquor Commission, Chairman or designee
- 12. Adjutant General's Department, Adjutant General or designee

[RSA 91-A ([Appendix A](#) of the Department of Justice Guide to RSA 91-A) specifies what constitutes a "meeting" subject to 91-A rules.]

- V. Decision-making: The committee defines quorum as a simple majority at seven members. Each committee member has one vote. The committee shall rely on a simple majority of members voting to make decisions.
- VI. Meetings: The committee will meet quarterly to be updated by energy staff regarding progress, milestones, barriers, and new ideas. SGEC members will provide guidance, decision-making, and feedback to state energy staff at meetings and will provide support individually as needed to move goals forward between meetings.
- VII. Transparency: This committee will comply with New Hampshire [RSA 91-A](#), commonly referred to as the Right to Know Law. In accordance with this law, meeting notices, draft meeting agendas and draft meeting notes and all associated meeting materials will be posted on the New Hampshire Office of Energy and Planning website.
- VIII. Attendance: All named agencies are expected to attend quarterly meetings. Due to the infrequent meeting schedule and the guidance authorities designated in EO 16-3, it is necessary that quarterly meetings enable state energy staff to move forward on projects. If a committee member cannot attend they may designate a permanent or temporary alternate to represent their agency. The committee co-chairs will follow-up with member agencies should attendance become a problem.
- IX. Amendments: These bylaws are created by the committee in order to provide process guidance and role clarification. They will be reviewed annually. Elements of the SGEC bylaws which are not dictated by Executive Order may be amended by a majority vote of committee members as needed.